

Panchito's Mexican Restaurants

Job Title: Host/Hostess

Reports to: Shift Lead/FOH Manager

FLSA Status: Non - Exempt

Job Scope:

- Ability to seat guests quickly, efficiently, and courteously
- Must have superior customer service skills
- Must be able to plan, organize, multi task, and maintain work station in a clean and orderly manner

Essential Functions:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Greet and seat guest within 20 seconds of the guest arriving to the Restaurant
- Learn and convey large amounts of information to the guests regarding the food and drink menu
- Must consistently display a warm and friendly disposition
- Equally distribute guest seating among waitstaff as possible
- Maintain clean and inviting entrance area for Restaurant guests at all times
- Able to move quickly maneuvering through a crowded dining room
- Remain in a stationary position for up to 50% of a scheduled work shift
- Must be open to receiving instruction and altering behavior to adapt to instruction given
- Speak English clearly and accurately

Physical Demands:

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- The employee must consistently lift and/or move up to 25 pounds
- Specific vision abilities required by this job include Peripheral vision
- While performing the duties of this job, the employee is regularly required to talk or hear
- The employee is frequently required to stand, walk, handle or feel and reach with hands and arms
- The employee is occasionally required to sit, climb, stoop, kneel, crouch, or crawl

Additional Responsibilities:

- All job duties are subject to change as deemed necessary by management
- Employee is required to comply with attendance and tardiness standards established by management
- Employee is required to comply with all safety procedures
- Employee is required to use proper body mechanics
- Employee is required to perform other job duties as requested by their supervisor